



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
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No : 4203/2025/B2/Ex Med/KUHS

Date : 03-02-2025

**NOTIFICATION**

It is notified for the information of all concerned that **Second Professional MBBS Degree Supplementary [SAY] Examinations, March 2025 (2019 Scheme)** will be conducted by the University from **03.03.2025** onwards. All affiliated colleges conducting **Second Professional MBBS Degree Supplementary [SAY] Examinations, March 2025 (2019 Scheme)** shall submit their applications for examination online (University website: [www.kuhs.ac.in](http://www.kuhs.ac.in)) and forward the summary printouts, duly countersigned by the Principal / Head of the Institution to the Controller of Examinations, along with the details of fee remitted online, on or before the dates mentioned in the schedule given below.

The examination will be held as per the KUHS MBBS Course Regulations 2023 dated 12.10.2023 and the amendments published thereof. The list of eligible Examiners (internal/external/evaluators) for each subject of this examination, shall be uploaded in the prescribed format available in the KUHS website with the FEP Number. This shall be done at the time of registration of the candidates. The registration report duly countersigned by the Principal/Head of the institution shall be submitted to the University within the date stipulated in the schedule. Time Table of the Examination will be published later.

**TABLE I**

**Fees and other particulars**

Sl. No	Details	Fee (Rs)
1	<b>Application fee per candidate</b>	120
2	<b>Fee for mark list per candidate</b>	240
3	<b>Fee for each QP Code (inclusive of Theory, Practical and Viva)</b>	515
4	<b>Fine to be paid per QP Code after the last date stipulated</b>	120
5	<b>Super fine to be paid per QP Code after the last date stipulated</b>	355
6	<b>Fine for late submission of attendance and internal assessment marks</b>	5795



**TABLE II****Application and Registration Schedule for Examination**

Sl. No	Particulars		
	Date	Exam Registration	Attendance & Internal Assessment
1	10.02.2025	<b>Starting date for the updation of FEP details of Examiners/ Evaluators *</b>	<b>Last date for updation of FEP details 15.02.2025</b>
2	10.02.2025	Starting of online registration	Starting of online submission of Attendance & Internal Assessment
3	17.02.2025	Last date for online registration of examination	Last date for online submission of Attendance & Internal Assessment and entry of online fee remittance details (without fine)
4	18.02.2025	Last date for online registration of examination with fine of 120/-per QP Code	
5	19.02.2025	Last date for online registration of examination with super fine of 355/- per QP Code	Last date of online submission of Attendance Report & Internal Assessment (with fine of 5,795/-From 18.02.2025 to 19.02.2025)
6	22.02.2025	Last date of receipt of printout of Attendance report, Internal Assessment and examination registration report without fine in the University (Submission of Attendance and Internal Assessment marks is compulsory)	
7	25.02.2025	Last date of receipt of printout of Attendance report, Internal Assessment and Examination Registration report in the University (with fine)	
8	28.02.2025	Issue of Admit cards	
9	03.03.2025	<b>Date of commencement of Examination</b>	

**Note \*: Students Exam registration link will be available only after the updation of FEP details of Examiners/Evaluators. New link for Faculty entry will be available in the exam registration login from 10.02.2025.**

**Instructions to the Candidates**

1. The examination fee once paid will not be refunded or adjusted for other purposes under any circumstances.
2. Applications submitted after the stipulated last date will not be considered on any grounds.
3. Model question papers are available in the University website ([www.kuhs.ac.in](http://www.kuhs.ac.in)).
4. Indulging in malpractices/misconduct of any kind in the exam hall is a punishable offence.



## Instructions to the Principal / Head of Institution

### A. Registration and Remittance of Examination Fee:

1. The Principal / Head of the Institution shall collect Examination fee from all the candidates and remit the consolidated amount to the University Fund by online in a single transaction. The exam fee once paid will not be refunded or adjusted for other purposes under any circumstances.
2. **The Principal / Head of the Institution shall send a separate statement showing the details of those SC/ST/OEC candidates, who are exempted from remitting the examination fee, with an undertaking that their examination fee will be claimed by the College from the Department concerned and remitted to the University before the distribution of the Mark list concerned.** Such fees shall be remitted separately and thereafter the Principal/HoI shall submit a revised statement of remittance of the entire Registration fees for that particular exam to CE for audit purpose.
3. Applications for registration shall be strictly accompanied by the prescribed fee as per the conditions laid down at Sl.No.2 above.
4. **Those candidates who have shortage of Attendance during the registration time of regular examinations and have not obtained minimum marks for Internal Assessment (before SAY examinations) are not eligible for appearing for the examination. However, partial appearance is permitted provided the candidate has attained the minimum prescribed percentage of attendance (75% for theory and 80% for practical) in all the subjects. Such candidates are eligible to register for examination in those subjects in which the candidate has secured the minimum percentage of internal assessment marks. Care shall be taken while registering such candidates. Principal / the Head of Institution will be held responsible for any lapses in this regard.**
5. **Those candidates who have shortage of attendance in non-examination going subjects are not eligible for appearing the examination. Minimum prescribed percentage of attendance is 75% for theory and 80% for practical.**
6. Those Institutions which are not recognised as Theory Examination Centres of the University, have to remit an additional amount of 120/- per candidate per paper for using another Approved Exam Centre.
7. No fees other than above shall be collected from the candidates for this examination purpose.
8. The summary printout of Application for Examination, Internal Assessment Mark Statement and Attendance Statement, duly countersigned by the Principal / Head of Institution shall be submitted to the University before 5 PM on the last date stipulated. *Statement of Internal Assessment marks shall be signed by the Head of the Department and countersigned by the Principal.*

### B. Attendance:

1. **There is no provision for condonation of shortage of attendance for candidates of 2019 Scheme.**
2. The attendance of the candidates should be displayed on the College Notice Board for information to the candidates.

### C. Internal Assessment:

The printouts of Internal Assessment Marks should be signed by each candidate against their marks. This statement signed by the Head of the Department, duly countersigned by the Principal / Head of the Institution should reach the University before 5.00pm on the last date stipulated. A photocopy of the same should be strictly displayed on the College Notice Board for the information of the students.

### D. Admit Card:



Admit Cards will be issued online to all colleges. The Principal / Head of Institution should download the Admit Cards and distribute the same to the candidates, after getting their signature for acknowledgement and countersigned by the Principal with College seal. Admit cards shall be distributed to the students well before the date of commencement of examination so that the defects, if any, can be promptly rectified. The distribution register of Admit Cards shall be counter signed by the Principal with college seal and kept under safe custody for further verification, if required.

### **E. Request for Advance Amount**

Request for advance fund for meeting the expenditure of theory examination shall be submitted to the Finance Officer or e-mail to [fo@kuhs.ac.in](mailto:fo@kuhs.ac.in) or to [exam.finance@kuhs.ac.in](mailto:exam.finance@kuhs.ac.in) along with the registration report.

***Note:- If any candidate has been debarred by the University from writing any Examination or Examinations of any particular chance, the name/s of such candidates shall not be registered for the examination. Principal/HoI shall take extra vigil in this regard. Violation of this direction will be viewed very seriously.***

### **Important points to be noted in online payment**

1. Payment shall be made by internet banking/credit card/UPI.
2. Colleges should not wait for the last minute of date/time fixed for remittance because there may have problem of connectivity and consequent failure of online remittance and delay in making payments which may lead to imposition of fine or super fine, as the case may be, for which the remitter alone will be responsible
3. Fee for a particular Examination shall not be clubbed with fee for any other purpose.

**Controller of Examinations**

To

The Principals / Heads of affiliated Institutions (Medical Colleges)

Copy to: System Manager/University website/P.R.O

